

The Sixth Form - Code of Conduct and Rules

This Code of Conduct and Rules should be read within the context that there is no wish to over regulate the Sixth Form environment. If there is any doubt as to the intention, clarification should be sought from the Head of School or the Principal. No regulatory list can be comprehensive and is bound to omit many issues which may be unacceptable under the spirit of fairness and justice of this Collegiate environment. Ignorance of any rule will not be considered an excuse. Students who board should also refer to the General Guidance for Boarders.

1. The Sixth Form College operates a system of sanctions that is appropriate for an institution educating young adults. Cooperation, discussion and understanding are the guiding principles. The College does not use any form of corporal punishment.
2. Students are only permitted to be in the teaching buildings with staff present and in the designated areas outside normal College hours. The Fitzwilliam Building is open for study Monday to Friday, from 7.45am until 6pm, during term-time. After 4.15pm, unless attending an additional class or under the supervision of a member of staff, students must leave the classrooms and laboratories of the College and go to the north end of the building where the common room, coffee shop and reception are situated. The Shaftesbury Building is open to students Monday to Friday, from 8.35am to 4.00pm, during term time, for those who wish to use the library. Bene't Place is open for study Monday to Friday, from 8.45am until 5.15pm, during term-time.
3. Students are expected to be polite and courteous in their conduct in and around the College and School buildings and to be considerate of the needs of other students, staff and visitors. This applies to all aspects of behaviour including the use of language and physical behaviour. They are expected to be punctual and to observe the hours of opening. Students are expected to attend all tutorial meetings, assemblies and where applicable, house meetings.
4. Students are expected to respect the environment of the Sixth Form and to look after the facilities and the equipment including the iPads and computers. The student notice boards in the College teaching buildings and boarding houses must be used appropriately with suitable regard to the use of language and any images.
5. The College operates the policy that students should dress in an appropriate style for a place of study and appropriate to the work or activity that they are doing, be that in a laboratory, in a classroom, or on a visit. The phrase 'smart but informal' should be a guiding principle. If a student is unsure about a matter of the dress code we would encourage him or her to talk to a senior member of staff. No item of dress should be offensive or provocative.
6. The first point of call for anyone who is unwell during the College day must be the reception desk. If unwell and leaving the site to go home, students must make sure that they sign out at reception, in person, and speak to a member of reception staff. If a student is taken ill at the Senior School site she/he must report to the Senior School reception before she/he leaves to go home or to go to the Healthcare Practitioner based at the Senior School site.
7. The Shaftesbury Building, the Fitzwilliam Building (which extends to the whole area within the black Cambridge University Press entrance gates and including the CASS Centre and its associated playing fields) and Bene't Place are all no-smoking areas. All other buildings and grounds of The Stephen Perse Foundation including the Latham Road sports field, the nature reserve and the boarding houses are also no-smoking areas.
8. Students should also not smoke in the immediate vicinity of the College or School sites or when under our care. Similarly, there is a complete ban on alcohol, illegal drugs and any other behaviour or mood influencing substance that has not been medically prescribed. Any student who is in

- possession of, or under the influence of, any of the aforementioned whilst on the College or Foundation premises or on a College or Foundation activity may face exclusion.
9. Students must follow the health and safety guidelines for the use of the College and Foundation facilities. Guidelines are issued by the Cambridge University Press for the use of their site as a whole and these can be found on the Foundation website.
 10. Students are asked to be courteous and considerate in their use of mobile phones which are rarely, if ever, appropriate to use in classrooms, laboratories or the library (see Technology Acceptable Use Policy).
 11. When students are listening to music or watching videos on an iPad or phone the volume should be at a level that causes no disturbance to other students or to staff. Unless given permission or directed to by the teacher students should not listen to music or watch videos during classes.
 12. Students are responsible for securing their personal items. Lockers should be regarded as private property. The Head of Sixth Form reserves the right to open any locker or to search a student and/or their private property given just reason to do so in accordance with the Foundation Behaviour and Discipline Policy and the Substance Abuse policy and in the company of another member of staff.
 13. Students are responsible for securing their personal items, for example, wallets, purses, sports equipment, mobile phones and calculators. Any loss or damage to such items will not be covered by the College insurance policy. Items of value may not be left in the College overnight. Every student is responsible for the safe-keeping of the iPad which will be issued to them at the start of the academic year.
 14. Any damage to equipment or facilities in the College must be reported to the relevant College office immediately. This includes any damage, accidental or otherwise.
 15. Our computer network is monitored centrally and students must accept and adhere to our Technology Acceptable Use Policy. Students must use language appropriate for a place of work in all their communications using our network. This includes emails between students and communications with other people via email and messaging sites. Access to some internet sites on our computer network is automatically barred. The College will not tolerate any form of bullying or cyber-bullying (see Anti-Bullying Policy). Students must not have any messaging services, social networking sites or personal emails 'open' during lessons unless necessary for teaching purposes. If any student feels they are being bullied or is aware of the bullying of another student, they are strongly advised to speak up and tell someone e.g. a teacher or other member of staff.
 16. Whilst we acknowledge a variety of benefits from employment during the Sixth Form years, students must not commit themselves to part-time work during College hours (8.30am – 4pm for the Stephen Perse Form College and 8.45am until 5.15pm for CCSS) unless in exceptional circumstances such as preparation for university application and with prior agreement with the Head of School. We also ask that students avoid arranging appointments during their lesson hours if at all possible and seek permission from their class teachers and tutor if an absence is unavoidable. For example, a driving lesson during class time would be unacceptable.
 17. Students must not invite or bring visitors onto the site without prior arrangement with a member of staff and also with the relevant College office. It is not appropriate for students to request permission for 'social' visitors.
 18. The Sixth Form has high academic expectations and requires that all students engage with their lessons and wider studies in a suitable manner. This includes respect for deadlines and for a suitable quality and quantity of study to be evidenced.

Related policies:

- Anti-Bullying Policy - Foundation
- Behaviour and Discipline Policy - Foundation
- Technology Acceptable Use Policy - Sixth Form

Reviewed: January 2020